Student Handout



April 2005
Process A Request For Leave, Pass, and Permissive TDY

APPENDIX D

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Terminal Learning Objective

Action: Process a DA Form 31

Conditions: Given a completed DA Form 31 (Request and Authority for Leave), the Soldier's current Leave and Earning Statement (LES), access to DA Form 4179 (Leave Control Log), AR 600-8-10, and standard office supplies.

Standards: The following actions are completed as necessary: (1) Soldiers were signed out and in on leave. (2) Unused approved DA Form 31s are voided. (3) Determined chargeable and nonchargeable leave periods upon a Soldier's return from leave. (4) Updated the Leave Control Log (DA 4179) to reflect chargeable leave. (5) Reconciled the Leave Control Log (DA 4179) and the Unit Leave Report.

Chargeable Leave

Ordinary

Transition

Emergency

Permanent Change of Station

Leave In Conjunction with Temporary Duty

Leave and Earning Statement (Extract)

BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
60	27.5	24	63.5	171.5	2	30	22

Leave and Earning Statement (Extract)

- BF The brought forward leave balance at the beginning of the current Fiscal Year.
- ERND The cumulative amount of leave earned in the current Fiscal Year. Normally this amount will increase by 2.5 days each month.
- USED The cumulative amount of leave used in the current Fiscal Year.
- CR BAL The current leave balance as of the end of the period covered by the LES.
- ETS BAL The projected leave balance to the Soldier's Expiration Term of Service.
- LV LOST The number of days of leave that has been lost.
- LV PAID The number of days of leave paid to date.
- USE/LOSE The projected number of days of leave that will be lost if not taken in Current fiscal year on a monthly basis. The number of days of leave in this block will Decrease with any leave usage.

Handout #3 Cont'd

Non-Chargeable Leave

Convalescent

Permissive Temporary Duty

Excess

Regular Pass

Special Pass

DA FORM 4179- LEAVE CONTROL LOG

				Fc	or use of thi	s form	LEAV n, see AR 6	E CONTR 00-8-10; th	OL LOG ne proponent	agency is (DDCSPER.						
	CONTROL DATA AUTHORIZED EXTN CHARGEABLE LEA ABSENCE DATA CHARGEABLE LEA								AVE	CHARGEABLE DATA FROM FO		EABLE ROM FO					
CONTROL NUMBER	*	DATE ASQ	LEAVE CODE **	NAME AND SOCIAL SECURITY N	IUMBER	GR	DATE FROM	DATE TO	DATE TO	DATE FROM	DATE TO	NO. OF DAYS	DATE ORIG TO FO	JSS LEAVE REPORT	NO. OF DAYS	DATE MEMO TO FO	INT
* PLACE A LEAVE EN	NTRY	ECK IN THI	S COLUMI	N FOR CORRECTED				CODES: O	RDINARY - (Y - D		ANSITION - ARY LEAVE		ONVALESCI I CONJUNC		PCS - I OFFICIAL		

DA FORM 4179-R, SEP 93

EDITION OF JUL 84 IS OBSOLETE.

DA FORM 647- PERSONNEL REGISTER

PERSONNEL REGISTER												
						For us	e of this form, see AR 680-1; the proponent agency					
ORGANIZATION DATE												
	AC	TION		REA	SON							
DATE AND TIME							NAME (Print) (First Line) SIGNATURE (Second Line)	SOCIAL SECURITY NUMBER	GRADE	REMARKS		
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Handout #6

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